

Office of the Dean
College of Human Development and Education

P.O. Box 5057
Fargo, ND 58105-5057

Date: September 1, 2007
To: Graduate Students, College of Human Development and Education
From: Virginia Clark Johnson, Dean, College of Human Development and Education
Re: Support for professional development related to building research expertise

This year we will provide some funding from the Dean's Office to assist graduate students with professional development related to building expertise in the area of research. Some examples include presentation of research with an advisor/professor at a national meeting, attending a meeting or workshop focused on your specific area of research, or assistance in the cost of research for your thesis or dissertation. **Requests may be submitted to the Dean's Office (EML 255) until May 1st, 2008.** A student may only receive funding once during the year.

Requests can be e-mailed to Peggy.Cossette@ndsu.edu or you can submit a hard copy of your request to the Dean's Office (EML 255). The following information must be included in your request:

- Your name, program you are in, and status in the program (completed # of semesters, all but thesis or dissertation, etc.)
- Brief description of the request and how it will help you build your research expertise.
- Funding needed/budget, and other sources of funding available. **Match for funds must be provided by your department/unit.** An application for funds from the Research Contingency Fund must be attached, if appropriate. The amount of funding **will not** exceed the amount of match from your department or a related funding source, such as a grant.
- Statement of support and reasons for support from your major advisor (if the proposal is on e-mail, the support statements can be sent on e-mail indicating support for your proposal), and support for the matching dollars must be provided by the department head.

Once you have been notified that you will receive an award, you must talk with Peggy (1-8211) in the Dean's Office to find out the correct process to use for expenditures. Failure to make this contact will result in no funding for this award.

After the funding has been used, you will need to provide a brief summary of what you learned and how this experience has contributed to your professional development. This statement must be received no later than June 30, 2008. Failure to provide this statement will result in your being ineligible for funds in the future.

If you have questions, please let me know.

cc: HDE Graduate Faculty
Department Heads:
Holly Bastow-Shoop
Jim Deal
Bill Martin
Brad Strand
Greg Sanders